

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

INFORMATION TECHNOLOGY SPECIALIST

JOB DESCRIPTION

Employees in this class function as professional specialists with responsibility for unique information technology specialty areas or as an administrative assistant to professional administrative or executive positions. The positions must be designated as specialists by the Appointing Authority and approved by Civil Service. Positions require advanced knowledge in the field of work and: (1) are responsible for highly complex assignments; (2) the scope of responsibility is significant; and (3) the job function has considerable impact within the specified department(s). Positions in this job typically do not supervise, but may coordinate or oversee the activities of other employees.

There are two classifications in this job and they are included in the Information Technology Performance Pay Program.

Position Code Title – Information Technology Specialist-3

Information Technology Specialist 14

The employee functions as a first-level specialist or as an administrative assistant to an administrator or executive..

Position Code Title – Information Technology Specialist-4

Information Technology Specialist 15

The employee functions as a second-level specialist.

NOTE: The first and second level specialists are determined by application of the Information Technology Position Evaluation System. Civil Service reviews the job for the scope and impact to ensure proper allocation within the job classification.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using Information Technology Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the appointing authority's recommended elements for job complexity, the scope of the specialty area, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization. A

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specialist is the only such position responsible for the identified speciality area for the assigned department(s). Examples of identified specialty areas may include, but are not limited to:

- Client/Server Specialist
- Database Administrator
- Security Administrator/Officer
- Quality Assurance Specialist
- Disaster Recovery Specialist
- Application Development Specialist
- Data Warehousing Specialist
- Hardware/Software Specialist
- Network Engineering Specialist

Administrative Assistant: The predominant and essential function of the job is to advise and assist a division director, bureau director, or deputy department director in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Specialist

Performs duties of unusual significance or importance to the department.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Oversees projects of significance to the department's operations.

Prepares special studies and reports.

Administrative Assistant

Advises and assists the manager, administrator, or executive in all areas of the official's responsibility.

Carries out special projects as assigned by the manager, administrator, or executive.

Assists in program planning, policy, and procedural development.

Participates in budget development for the division.

Represents the manager, administrator, or executive at meetings.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact that increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Thorough knowledge of system development methods used for the development of new systems and enhancements to existing information systems.

Thorough knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software.

Thorough knowledge of advanced principles, theories, techniques, and methods of information system analysis and programming.

Thorough knowledge of data processing and data communications concepts and services.

Thorough knowledge of contemporary and generative programming languages and techniques.

Thorough knowledge of data communication and transaction-based processing.

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Ability to adapt, integrate, and modify existing programs or vendor-supplied packaged programs for use with existing information systems.

Ability to use programming procedures and techniques in the implementation of computer programs.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree with not less than 21 semester (32 term) hours in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, or mathematics.

Experience

Three years of professional experience equivalent to an Information Technology Programmer/Analyst.

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Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes. Individuals appointed to positions that are subclass coded must possess the required specialized experience, training, or license. Subclass code definitions are published.

NOTE: Equivalent combinations of education and experience that can be shown to provide the required knowledge, skills, and abilities will be evaluated on an individual basis. Certain positions may require that only individuals with specific education and experience qualifications be appointed.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
INFTECHS	Information Technology Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Information Technology Specialist-3	INTCSPL3	NERE-015P
Information Technology Specialist-4	INTCSPL4	NERE-016P

ECP Group 2
Revised 1/23/02
RBG/VLWT/RG/SDK/JKVH/RBG/KDM